



US ARMY FINANCIAL MANAGEMENT COMMAND



GFBES Vendor Master Data update for Fund the Force (FTF)

Action, Conditions and Standard

ACTION: log into the General Fund Enterprise Business System (GFEBS) and effectively input or update Vendor Master Data

CONDITIONS: given access to the USAFMCOM GFEBS Training Environment, Army Knowledge Online (AKO) website and relevant Accounts Payable documentation

STANDARD: access the appropriate module of GFEBS to input or update the necessary Vendor Master Date while adhering to system procedures and maintaining Separation of Duties (SOD)

References

- ❖ Department of Defense Financial Management Regulation (DoDFMR),
Volume 10 (*Contract Payment Policy and Procedures*)
<http://comptroller.defense.gov/fmr/>
- ❖ Department of Defense Guide for Miscellaneous Payments
http://www.acq.osd.mil/dpap/pdi/eb/miscellaneous_pay.html
- ❖ DFAS-IN Manual 37-100-FY, The Army Management Structure
<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officecode=1200>
- ❖ Defense Federal Acquisition Regulation (DFAR)
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ Code of Federal Regulations Title 5, Part 1315 (Prompt Payment Act)
5CFR 1315 (PPA)
<http://www.Acq.osd.mil/dp/dfars.html>
- ❖ DFAS-IN 37-1 Regulation
<http://www.asafm.army.mil/offices/BU/Dfas371.aspx?OfficeCode=1200>

References (Cont'd)

❖ GFEBS Training Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

- L101E GFEBS Overview
- L201E Integrated Process Overview
- L210E Financials Process Overview
- L250E Acquisition process Overview
- L251E Accounts Payable Process overview
- L303E GFEBS Navigation and Reports
- L410E Introduction to Financials
- L413E Financial Reporting
- L416 Cash balancing
- L451E Material and Vendor Master Data Maintenance
- L454 Goods Receipt Processing
- L455 Invoice Processing
- L457E Purchase card

❖ Theater Financial Management Support Center (TFMSC) milWiki Portal

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center

Agenda

► **Introduction**

► **Vendor Master Data input and update**

- Vendor Master Data Role based
- capabilities
 - XK03 - Vendor Display
 - XK01 - Create a Vendor
 - XK05 - Blocking and Unblocking a Vendor from payment
 - XK06 - Flagging a Vendor for Deletion
- Check on Learning

► **GFEBS Useful Links**

► **Questions?**

Vendor Master Data input and update



Vendor Master Data input and update

Use this procedure to create a vendor master record for an employee/individual that is not currently in GFEBS. If an individual or business is not maintained within AESIP*, then Vendor Master Data must be created manually.

Although the Vendor data should originate from the SAM (System for Award Management) website (previously known as “CCR”), the FTF Team may be required to Create, Update and even Block individual Vendors in order to execute payment

*AESIP (Army Enterprise Systems Integration program) enables integration by linking business processes and data across existing IT systems. This integration optimizes business processes and supports Enterprise-level information requirements. AESIP has successfully delivered a Web-based solution for the creation and management of customer and vendor master records.

Vendor Master Role-based capabilities



The following personnel will have the ability to execute the transactions covered in this module based on their assigned position and GFEBS Roles:

- **Chief of FTF (FMSU)**
- **Senior FTF Analyst (FMSU)**
- **Senior FTF Analyst (FMSD)**
- **FTF Analyst (FMSD)**
- **FTF Technician (FMSD)**
- **FTF Clerk (FMSD)**

Note: Although only the FTF Clerk has the ability to Create and Update Vendor Master Data, the Vendor Master Data record may be “viewed” by all FTF personnel.

XK03- Vendor Display

SAP Easy Access - User menu for XK03

Menu | XK03 | Log off | System

Display Vendor: Initial Screen

Vendor SAR20
Company Code ARMY
Purch. Organization ARMY

General data
 Address
 Control
 Payment transactions
 Contact Persons

Company code data
 Accounting info
 Payment transactions
 Correspondence
 Withholding tax

Enter

Press "Enter"

Click "Select All". This will place check marks on all displayable vendor data categories (see left of the screen)*

Enter Vendor Search Criteria (may also be found by name, tax information, etc.). For this example, the CAGE Code will be utilized.

Note: the use of the CAGE code as the "Vendor Code" is common practice in GFEBS.

Vendor Code is common practice in GFEBS.

APO AE 09112
17a. CONTRACTOR/ OFFEROR
ZURMAT CONSTRUCTION CO
Road No 10
Kabul
Afghanistan
TELEPHONE NO.
AF 25000

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH
 OFFER

19. ITEM NO. *physical copy of PO

SCHEDULE OF S

SEE S

1
2
3
4

*Note: Step "3" may be skipped if the user wishes to only display specific vendor data. Checkmarks can be placed next to those items manually prior to step "4"

XK03- Vendor Display (Cont'd)



Display Vendor: Address

Menu Back Exit Cancel System Display -> change Previous screen **Next screen**

Display Vendor: Control

Menu Back Exit Cancel System Display -> change Previous screen **Next screen**

Display Vendor: Payment transactions

Menu Back Exit Cancel System Display -> change Previous screen **Next screen**

Display Vendor: Accounting information Accounting

Vendor SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL
Company Code ARMY UNITED STATES ARMY

Note: most data available in the Vendor Master Data may be "Changed" and "Saved" while in the Vendor Display screens.

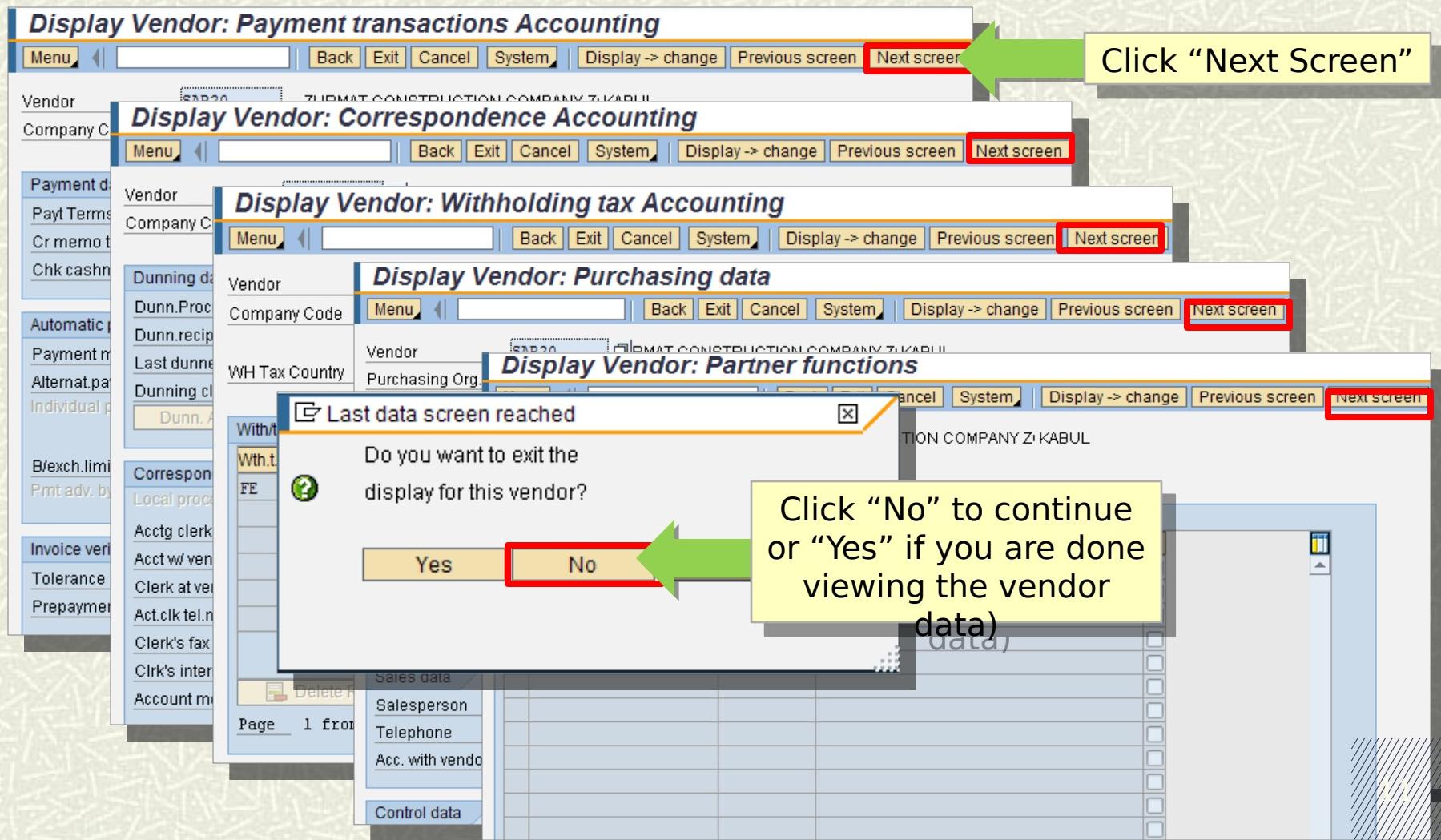
Click **Display -> change** , make the applicable changes, t **Save** Click

These actions can be done in lieu of a XK02 (Change Vendor Data) TCode given the user has the "Role" to create and edit Vendor Master Data.

Personnel number 0

Click "Next Screen"

XK03- Vendor Display (Cont'd)



XK03- Vendor Display (Cont'd)

Display -> change

Click "Administrative Data"

Administrative data

Click "US Federal Government"

US Federal Government

Control

Account group 2004 Foreign

One-time account

Entry

Area

General data	Created by	1300182565	05
Company code		1300182565	05
Purchasing		1300182565	05

Display Vendor: General Data (Enhanced)

Vendor SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL

US Federal Government Fields Payment Card Data CCR Details CCR: Infos for Contact Person TAB 04 TAB 05 TAB 06 TAB 07

Treasury Information

Agency Location Code

Payment Office

CCR Keys

DUNS Number

DUNS+2

CAGE Code

Reg.Exp.Date

Registration Ind.

Current Reg.Status

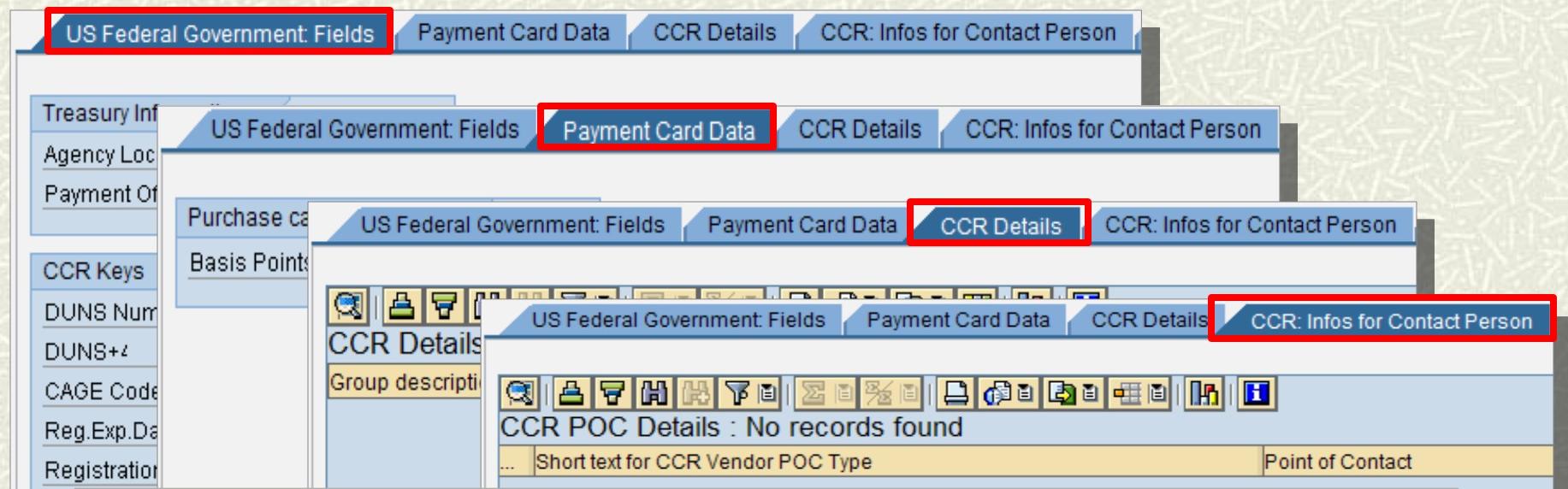
Note: Click "Standard" to return to the "Non-US Gov't." data if needed

Standard

Click to Exit

The screenshot shows the SAP XK03 vendor display interface. At the top, there are two yellow callouts with green arrows: one pointing to the 'Administrative data' tab and another pointing to the 'US Federal Government' tab. A large yellow callout on the right contains the note: 'Note: Click "Standard" to return to the "Non-US Gov't." data if needed'. In the bottom right corner, there is a red box around the 'Standard' button. On the left side, there is a red box around a checkbox in the 'Control' section. A green arrow points from the 'Control' section down to the 'Exit' button at the bottom left, which is also highlighted with a red box. The main window title is 'Display Vendor: General Data (Enhanced)' and shows vendor information for 'SAR20 ZURMAT CONSTRUCTION COMPANY ZI KABUL'. The bottom navigation bar includes tabs for 'US Federal Government Fields', 'Payment Card Data', 'CCR Details', 'CCR: Infos for Contact Person', and several 'TAB' buttons (04, 05, 06, 07). The 'Treasury Information' and 'CCR Keys' sections are visible at the bottom of the screen.

XK03- Vendor Display (Cont'd)



Note: most data available in the Vendor Master Data may be “Changed” and “Saved” while in the Vendor Display screens.
Click **Display -> change** , make the applicable changes, then **Save**. Click

These actions can be done in lieu of a XK02 (Change Vendor Data) T-Code given the user has the “Role” to do so.

Creating a Vendor Master Data record



XK01 - Create Vendor (Foreign)



SAP Easy Access - User menu for XK01

Menu | XK01 | Log off | System

Enter ↵

Click "Enter" to start the Vendor Creation

Create Vendor: Initial Screen

Enter the Vendor CAGE to be processed

1

Vendor
Company Code
Purchasing Organization
Account group

1A2B4
ARMY UNITED STATES ARMY
ARMY US Army Purchasing
Z004

2

Enter the appropriate "Vendor Account "Group if known or select the appropriate code

Note: the most commonly utilized codes are "Z001" and

3

Select the most appropriate Account Group

Vendor account group (1)

Gro	OTA	Name
Z001	XX	Non-Federal / Commercial
Z002	XX	Government (non-DOD)
Z003	XX	Federal DOD (DODAACs)
Z004	XX	Foreign
Z005	XX	Employees & Individuals
Z006	XX	Remit to addresses
Z007	XX	Internal Vendors
Z008	XX	FCM RIC SOS (Supply Req)
Z009	XX	Local Vendors for DPW
Z010	XX	Foreign Local

32 Entries found

XK01- Create Vendor (Foreign) (Cont'd)

"Address" Screen

Save Back Exit Cancel System Previous screen Next screen 9 Click "Next Screen"

Name
Title
Name
Search Terms
Search term 1/2
Street Address
House no/street
City/State/ZIP Code
Country
Time zone Tax Jurisdctn

Company USAFCOM Vendor 1 5 6 Name of Company 7 8 Enter Company address information. Ensure the Country information is correct.

1A2B4 Vendor 1 7 8 Search terms (able to search for this vendor by these terms). (Vendor CAGE code is recommended)

123 Mohamet Street
Kabul 1512345 AF

XK01- Create Vendor (Foreign) (Cont'd)

"Control" Screen

Save Back Exit Cancel System Previous screen **Next screen** 9 Click "Next Screen"

Account control

Customer Authorization
Trading Partner Corporate Group

Tax information

Tax Number 1 Tax number type
Tax Number 2 Tax type
Tax Number 3

Fiscal address Tax base
Tax Jur. Soc. Ins. Code
Rep's Name VAT Reg. No.
Tax office Type of Business
Tax Number Type of Industry

TIN (Taxpayer Identification Number) and Tax information is required for U.S. Vendors.
If it is an individual, instead of company, the Social Security Number will be entered in these fields.

XK01- Create Vendor (Foreign) (Cont'd)

"Payment Transactions" Screen (Bank Data)

Bank Details

Ctry	Bank Key	Bank Account	Acct holder	Bank	Branch
AF	AFIBAFKA	12345	Mukhar Al Saleem	01	

10 Select the appropriate "Bank Key" (SWIFT Code or ABA)

11 Enter the appropriate "Country Code" for the Bank Location

12 Once entered, click the checkmark to populate the "Bank Key" field

13 Enter the correct bank account number

14 Enter the name of the bank Account "Beneficiary". Must be based on the name the bank account is under (cannot be misspelled)

15 If provided, enter the type of account:
01- Checking
02- Savings

Bank country key (1)

Ctry	Name
AD	Andorra
AE	Utd.Arab
AF	Afghanis
AG	Antigua/

263 Entries found

Find bank

Bank Country	Bank Key
AF	

AFIBAFKA*

16

17

18

XK01- Create Vendor (Foreign) (Cont'd)

"Accounting Information" Screen

Save Back Exit Cancel System Previous screen **Next screen** 17 Click "Next screen"

Accounting information

Recon. account **2110.0100** 16

Head office

Authorization

Minority indic.

Interest calculat

Interest indic.

Interest freq.

Reference data

Prev.acct no.

Sort key

Reconciliation acct (1)

Search Criteria

G/L Acct	Long Text
1120.0100	Imprest Funds
1410.0100	Advances & Prepayments
2110.0100	Accounts Payable
2960.0100	Accounts Payable From Canceled Appropriation

4 Entries found

General ledger account to which transactions in the subsidiary ledgers (such as in the customer, vendor, or assets areas) are automatically updated. "2110.0100" is the most commonly utilized for FTF Vendors

XK01- Create Vendor (Foreign) (Cont'd)

"Payment Transactions Accounting" Screen

Save Back Exit Cancel System Previous screen **Next screen** 21 Click "Next Screen"

Payment data

Pay Terms **Z030** 18 Enter the payment terms applicable to this vendor

Cr memo terms

Chk cashng time

Automatic payment transactions

Payment methods **T** 19 Select the appropriate "Payment Method". (GFEBS does not support Cash payments). EFT is the preferred method of payment in theater and GFEBS.

Set payee

Dual pmnt

Ch.limit

Chk double inv. 20 Place a checkmark here to ensure all invoices are checked for duplicates during entry

Terms of Payment (1)

PayT	Own explanation
0001	Payable immediate
Z001	Net due Immediate
Z007	Net 7 Days
Z014	Net 14 Days
Z015	Net 15 Days
Z020	Net 20 Days
Z030	Net 30 Days
ZCRM	Credit Memo Term
ZFP1	Fast Pay - Net 7 D
ZFP2	Fast Pay - Net 10 D
	- Net 14 D

Payment Methods

	Name		Name
I	SF1080 Payments File	I	SF1080 Collections File
C	Check	A	DA1857 Hard Copy
D	Bank transfer (ACH CCD)	I	US Fed IPAC Collections File
L	LDA Voucher Payments		
O	US Fed IPAC Payments File		
P	Bank transfer (ACH PPD)		
T	Bank transfer (ACH CTX)		
	No Outbound Billing		
Z	SA Required		

Note: The Deployable Disbursing System (DDS) utilizes "CTX (Corporate Trade

20 Click after selection is made

20

XK01- Create Vendor (Foreign) (Cont'd)

ondence Accounting, Withholding Tax Accounting, Purchasing Data" Screens

No Input necessary for a foreign vendor

No Input necessary for a foreign vendor

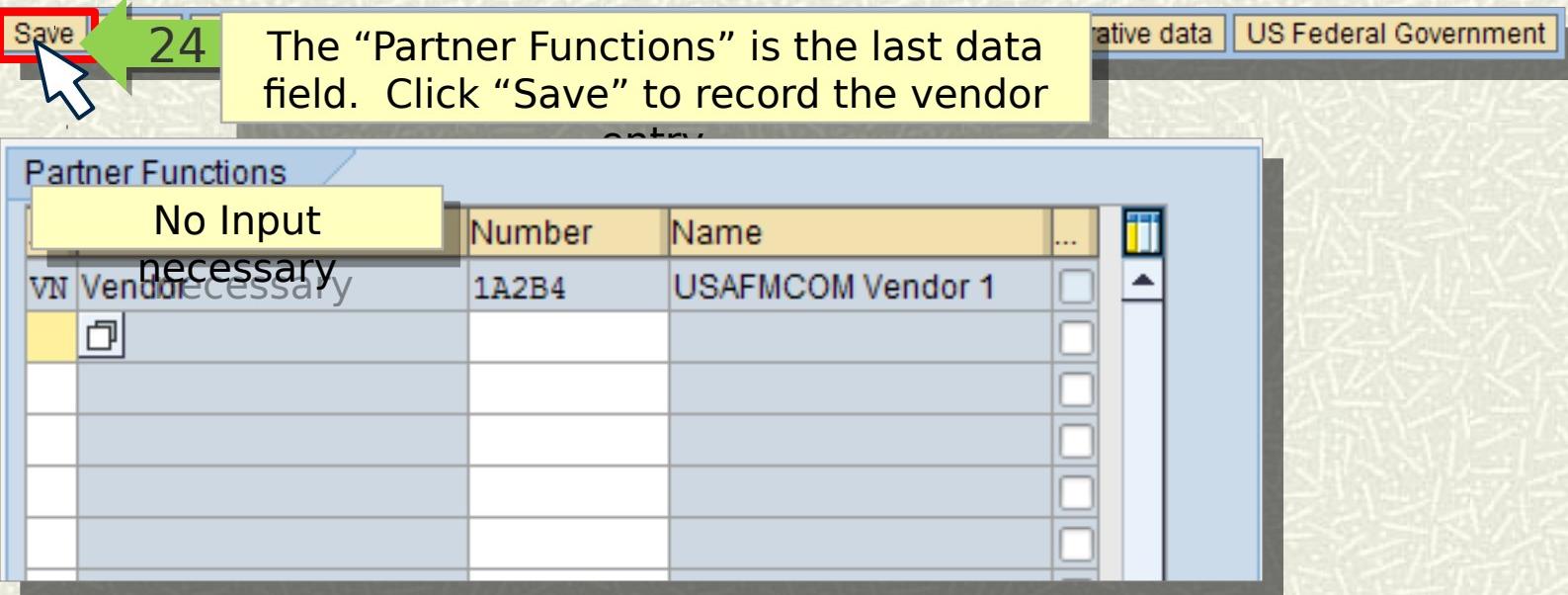
23 Click "Next Screen"

22 Enter the Currency the vendor is likely to be paid with

The screenshot shows the SAP XK01 vendor creation interface. At the top, there's a toolbar with buttons for Save, Back, Exit, Cancel, System, Previous screen, and Next screen. The Next screen button is highlighted with a red box and a green arrow pointing to it, labeled '23 Click "Next Screen"'. Below the toolbar, there's a section for 'Dunning data' with fields for Dunn. Proc. ID, Dunn. Proc. Block, Dunn. Proc. Level, and Dunn. Proc. Key. A note says 'No Input necessary for a foreign vendor'. In the main area, there's a table for 'Conditions' with columns for Tax ID, Exemption number, Exam, Examt, Exempt From, Exempt To, and Description. A note above the table says 'No Input necessary for a foreign vendor'. Below the table, there's a 'Purchase order currency (1)' dropdown menu. The menu has a heading 'Search Criteria' and a search bar with 'Crcy' selected. It lists currencies: USD (United States Dollar), (Internal) United States Dollar (5 Dec.), UYU (Uruguayan Peso (new)), UZS (Uzbekistan Som), and VEF (Venezuelan Bolivar (Old)). The 'USD' option is highlighted with a blue box and a green arrow pointing to it, labeled '22 Enter the Currency the vendor is likely to be paid with'. A note to the right says 'Standard schema vendor' and 'No Control'.

XK01- Create Vendor (Foreign) (Cont'd)

"Partner Functions" Screen and saving the Vendor data



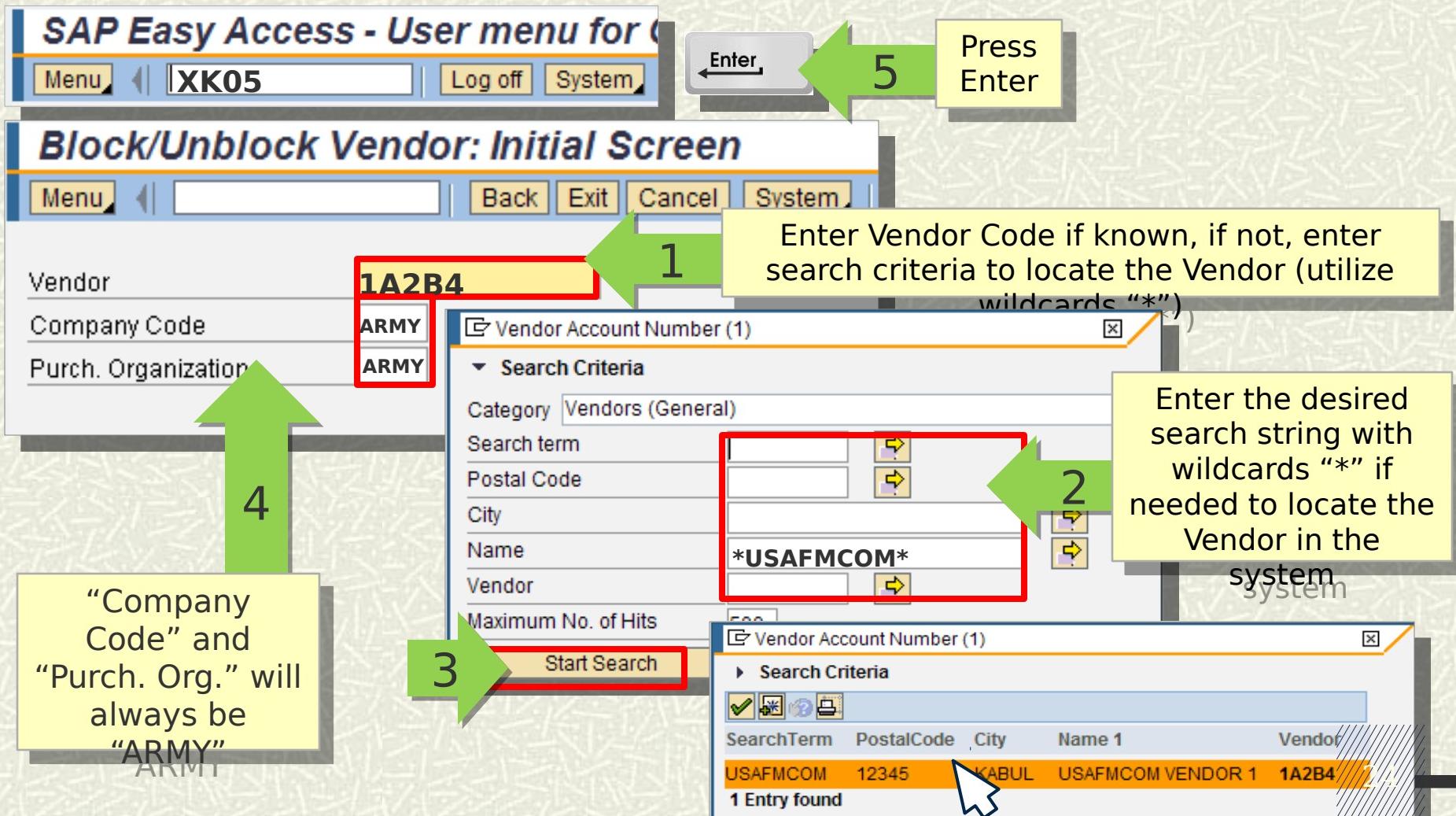
The Vendor is now added to the GFEBS database and is ready to be utilized.

Note: Vendor Master Data may be changed as needed. T-Code "**XK02**" will allow an authorized user to make adjustments to the record when applicable and when needed.



Blocking and Unblocking a Vendor from Payment

XK05- Blocking/Unblocking a Vendor



XK05- Blocking/Unblocking a Vendor (Cont'd)

Block/Unblock Vendor: Details

Menu Save Display account details

Vendor 1A2B4 USAFMCOM Vendor 1 Blocked

Company Code
Purchasing Org.

Posting Block

All company codes
 Selected co. code

Purchasing block

All purchasing organizations
 Selected purchasing organization

Block for quality reasons

Block function 99

Changes have been made

Click “Save” to ensure vendor is Blocked

Checking “All Company Codes” will prevent users from posting items to this account and issues an error message to inform them that the account is blocked

Checking both options will prevent users from posting purchasing items to this account and issues an error message to inform them that the account is blocked

Select Vendor Block reason

Function That Will Be Blocked (1)

Search Criteria

BF Short text

01	Block purchase order
02	Block quot. request and purchase order
03	Block quot. req., order, goods receipt
04	Block source determination
99	Total block

5 Entries found

Note: A Blocked Vendor may be unblocked by removing the “Posting”, “Purchasing” and “Block for Quality Reasons” entries and saving the changes in the XK05.

25

Flagging a Vendor for Deletion



XK06- Flagging a Vendor for Deletion



SAP Easy Access - User menu for XK06

Menu | XK06 | Log off | System

Flag for Deletion Vendor: Initial Screen

Menu | Back | Exit | C

Vendor: **1A2B4**

Company Code: **ARMY**

Purch. Organization: **ARMY**

Company Code and "Purch. Organization" are always "ARMY"

Enter Vendor Code if known, if not, enter search criteria to locate the Vendor (utilize wildcards "")

Changes have been made

Press Enter

Save

Click "Save"

Check all blocks to ensure the Vendor Record is completely removed during the run of the archiving program

1A2B4 USAFMCOM Vendor 1

ARMY UNITED STATES ARMY

Deletion flags

- All areas
- Selected company code
- Selected purchasing org

4

Deletion blocks

- General data
- Selected company code incl. general data

27

Check on Learning

in the FTF Section has the ability to add or change a Vendor Master Data record

FTF Clerk

FTF Technician

FTF Chief

Senior FTF Analyst

➤ What T-Code is utilized to view a Vendor Master Data Record?

XK03- Display Vendor

➤ Where does most Vendor Master Data already in GFEBS originate from?

It is obtained through an interface with AESIP. AESIP obtains data from the SAM (System for Award Management) formerly known as "CCR".

➤ If a "Vendor Master Data Controller" is viewing a Vendor Master Data record (XK03) and identifies an error, what can the user do to correct it

On the button, make the necessary changes click .

➤ What T-Code is utilized to Access a Vendor strictly for editing?

XK02- Change Vendor

➤ What T-Code us utilized to "Block/Unblock a Vendor for Payment"?

XK05- Block/Unblock Vendor

➤ Which Reconciliation Account (Recon. Account) must be used for all

Mendors when input?

2110.0100 (Accounts Payable)

1410.0100 (Advances & Prepayments)

2960.0100 (Accounts Payable from
cancelled appropriations)

Check on Learning

The following questions required access to GFEBS and to name the "Screen", and "Field" (when applicable) of a Vendor Master Data record

- **Where can a US Vendor's "Tax ID Number (TIN) be found?**

Screen: Control

Field: Tax Number 1 and/or Tax Number

- **Where can the Bank Account Beneficiary (Account Holder) for a Vendor be found?**

Screen: Payment Transactions

Field: Acct Holder

- **Where can a user ensure the system checks for Double Invoices for a specific vendor?**

Screen: Payment Transactions Accounting

Field: "Chk double inv." block

- **Where can the "Banking Information" (SWIFT Code or ABA) for a Vendor be found?**

Screen: Payment Transactions

Field: Bank Key

- **Where can the "Payment Method" (Check, EFT, etc.) for a Vendor be found?**

Screen: Payment Transactions Accounting

Field: Payment Method

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

milWIKI

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

Department of Defense Financial Management Regulation (DoDFMR)

<http://comptroller.defense.gov/fmr/>

DFAS-IN 37-100

<http://www.asafm.army.mil/offices/bu/dfas37100.aspx?officocode=1200>

System For Award Management (SAM)

<https://www.sam.gov/portal/public/SAM/>

USAFMCOM OST Training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



QUESTIONS

A large, white, five-pointed star shape is positioned behind the word "QUESTIONS", partially overlapping it. The star has a soft, glowing effect.

GENERAL FUND ENTERPRISE BUSINESS SYSTEM